



General Information for Grant Applications

How to Apply: Before seeking support, please thoroughly review the Ritter Family Philanthropy's program interests and grant criteria. If you believe your organization and/or project fit within the our interests, you may submit an application for funding through our website by clicking [here](#). Applications that do not answer all applicable questions will be considered nonresponsive and will not be reviewed.

Who is Eligible to Apply: We accept grant requests from 501(c)(3) organizations that support and strengthen the communities that E. Ritter & Company serves.

Who is NOT Eligible to Apply: We do not accept requests from political or religious organizations or from individuals. We will also decline requests for funds to satisfy general indebtedness of an entity. We do not respond to general or generic solicitations for funds.

Our Program Interests: As indicated above in the Ritter Family Philanthropy's Mission Statement, we seek to support projects that fall within four focus areas: hunger relief, education, affordable housing, and health. The Committee will occasionally elect to receive applications for grants falling outside of these four focus areas. Applicants whose projects fall outside of these four areas are encouraged to contact Nichola Clark, Committee Chair at Philanthropy@ERitter.com for further information.

Individual Grant Amounts and Limitations: Grants are usually limited to \$30,000. If applying for \$30,000 or more, please contact Nichola Clark. Grants are typically awarded on a one-time basis, though the Committee will occasionally consider multi-year projects. The Committee will consider new applications from entities that have previously received a grant, although preference will be given to new projects.

Timeline & Review process : The Ritter Family Philanthropy Committee accepts applications for funding on a rolling basis. Applicants will be notified of the committee's decision, or request for additional information, within three months after the application is submitted. Emergency requests for funding may be considered on an expedited timeline in urgent situations. All funding decisions made by the Committee are final and cannot be appealed.

Selection Criteria: Selection criteria include:

- alignment with the mission and values of the Ritter Family, including projects that support and strengthen the communities that E. Ritter & Company serves;
- detailed outcomes that can be measured and reported;
- detailed budget that is feasible and appropriate;

Grant Reporting: Grantees are required to report back to the committee on the use of funds and in particular on any metrics described within the grant application using the “Grant Report” form provided. Unless otherwise indicated at the time the disbursement is made, short-term projects (three months or shorter), the grantee is requested to provide its report within 30 days of the conclusion of the project; longer-term projects are required to provide intermediary updates to the Committee on use of funds in addition to a final report within 30 days of the conclusion of the project.



Ritter Family Philanthropy Grant Application Form

Name of Organization: _____
Primary Contact: _____
Phone Number: _____
Mobile Number: _____
Website: _____
501(c)(3) status: Yes _____ No _____
501(c)(3) status Number: _____

Information about your organization

1. List your organization's mission.
2. How did you hear about the Ritter Family Philanthropy grant?
3. Describe your organization's structure and the leadership of this project.
4. If the organization or any of its board members have a business relationship with E. Ritter & Company and/or any of its subsidiaries, please describe.
5. Please provide a copy of the organization's most recent financial statement.

Proposal Information

6. What is the total amount of funding requested as part of this grant application?
7. How does this project address the Ritter Family Philanthropy's focus areas (Hunger Relief, Education, Affordable Housing, and/or Health)?
8. In 2000 words or less, please describe EACH of the following:
 - a. Purpose of the proposed project, including goals, objectives, and work plan.
 - b. A detailed explanation of the need for the project.
 - c. The geographic area that the project benefit, including a description of the population that will be served by the proposed efforts and the anticipated impact on the targeted population.
 - d. A project timeline.
 - e. If you are requesting that Ritter cover only a portion of the project costs, describe how the remainder of this project will be funded without additional support of the Ritter Family Endowment.
 - f. What indicators/metrics will be used to measure these outcomes?
 - g. Who, how, and when will the above indicators/metrics be measured?
 - h. An explanation of why your organization is uniquely equipped to be successful in accomplishing the goals outlined in the proposal.
9. If your grant application is approved, do you agree to report back on progress and outcomes to the Ritter Family Philanthropy Committee using the template provided?

10. Please provide any other comments that support this application

11. Do you require funds more urgently than 3 months (the standard amount of time it takes for our committee to respond to requests)? If so, describe the circumstances that require a more expedited decision.